



AETV-GW-CO

DEPARTMENT OF THE ARMY
HEADQUARTERS, 69TH AIR DEFENSE ARTILLERY BRIGADE
CMR 408
APO AE 09182

30 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 69th ADA Brigade Command Policy Letter 7, Vehicle Safety and Pass Policy (Change 1)

1. Chains-of-command will assume pro-active roles to ensure the safety of soldiers with pass privileges. Because unrealistic schedules may subject soldiers to unnecessary fatigue and stress while traveling, commanders will review the travel plans of identified "at risk" soldiers. The following procedures apply for pass approval on both normal weekends and special 3- and 4-day weekends:

a. Identified "at risk" soldiers using a POV, motorcycle, rental vehicle, or borrowed vehicle to travel more than 150 miles (240 km) from their unit location or domicile will submit a written pass request. Commanders will determine a request format that incorporates a risk assessment and addresses the distance, duration and mode of travel (**Change 1** – this information will be annotated on the DA31 in the remarks section or on an attached memorandum). Additionally, commanders should evaluate the type and condition of the vehicle to be used in determining approval or disapproval of the request.

b. If appropriate, commanders disapproving a request may consider approving an extended pass or leave to allow the soldier to safely complete the intended travel.

2. Commanders will use the Individual Next Accident Assessment as a tool to identify "at risk" soldiers (<http://www.per.hqusareur.army.mil/services/safetydivision/main.htm>).

3. Leaders at all levels in this brigade are responsible for the safety of our soldiers. We must avoid unnecessary risks.

4. **Change 1** – In addition to the above policy, ALL Soldiers not on official business (e.g. TDY) who travel outside of Germany or beyond 150 miles outside their residence will be on Pass or Leave – no matter the mode of transportation. Furthermore, Soldiers traveling outside of Germany will receive the appropriate threat briefing from the unit's S2 for the area in which the Soldier is traveling. The threat briefing will be annotated on the Soldier's DA31 in the remarks section or on an attached memorandum.

5. This policy is effective immediately and applies to all military personnel assigned or attached to this brigade. It is directive in nature. Thus, commanders will ensure their military personnel understand this policy as they are subject to punitive action if violated.

6. A copy of this letter will be posted on all unit bulletin boards.

7. **"TEAM OF WINNERS!"**

R. KIRK LAWRENCE
COL, AD
Commanding

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